

IM-PM

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 No. 17th Street  
Omaha, Nebraska 68102-4978

DM 55-1-1

CEMRO-LM-S

Memorandum  
No. 55-1-1

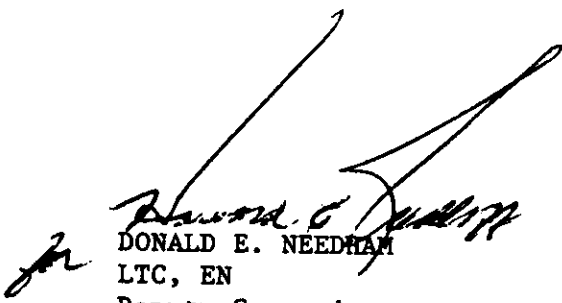
1 June 1991

Transportation and Travel  
TEMPORARY DUTY TRAVEL

1. Purpose. This memorandum implements Joint Travel Regulations (JTR), Volume 2, and departmental publications prescribing policies and procedures for approval of temporary duty travel.
2. Applicability. This memorandum is applicable to all personnel of the Omaha District.
3. References.
  - a. JFTR Vol. 1 and JTR Vol. 2.
  - b. AR 310-10
  - c. ER 55-1-2
  - d. MRD-R 55-1-1
  - e. MRD Pam 55-1-1, 1 Dec 85
  - f. DM 380-1-4

FOR THE COMMANDER:

- 5 Appendices
- APP A - Policies and Responsibilities
- APP B - Per Diem Rates Prescribed for TDY Travel
- APP C - Preparation of Request and Authorization for Travel
- APP D - Hire of Special Conveyances
- APP E - Travel to Public Hearings, Meetings, etc.

  
DONALD E. NEEDHAM  
LTC, EN  
Deputy Commander

DISTRIBUTION:

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This memorandum supersedes DM 55-1-1, dated 15 August 1988.

APPENDIX A  
POLICIES AND RESPONSIBILITIES

1. Economy. Regulations require that travel performed in connection with temporary duty assignments be limited to the absolute minimum necessary for the Omaha District Office to accomplish its mission in an efficient, timely, and economical manner. In the interest of obtaining maximum utilization of District personnel on temporary duty assignments and effecting economies in our travel costs, every effort must be made to reduce travel frequency by: (1) effective scheduling, (2) eliminating field trips with marginal requirements, (3) using other communication media in lieu of a field trip, and (4) coordinating trips via Government-owned passenger carriers wherever feasible.

2. Control. Operating officials are directed to exercise rigid control over the travel program to the end that only essential travel will be authorized.

3. Responsibilities.

a. Requesting Officials. All individuals assigned in supervisory positions within the Omaha District Office and its subordinate elements are designated as Travel Requesting Officials. It is the inherent responsibility of Travel Requesting Officials to assure that travel is essential to the accomplishment of the mission and is judiciously used. To assure good travel management is attained, responsible supervisors will enforce positive control over travel in their organizations by:

(1) Advanced planning, effective scheduling, and close coordination of trips as to location, purpose, and traveler. Schedules of travel in connection with inspections, staff visits, etc., should be maintained in such a manner as to permit review at any time.

(2) Periodically screen the schedule to ensure adherence to the principles of good travel management.

(3) Arranging itineraries to permit travelers to leave permanent duty stations by latest scheduled carrier to report at TDY station at appointed time.

(4) Assuring that travel is essential to the mission of the Omaha District Office and that travel time is held to the least amount required to complete that mission.

(5) Requiring that travel be performed by the least expensive means of transportation necessary to complete the mission.

(6) Critically review all "conference" travel to assure that such travel is clearly justified as having substantial bearing upon responsibilities of the Omaha District Office. This review should apply equally to conferences or meetings sponsored by governmental agencies, as well as non-government.

APPENDIX B  
PER DIEM RATES PRESCRIBED FOR TEMPORARY DUTY TRAVEL

1. Per Diem Authorized.

a. Per diem rates prescribed in JTR Vol. II, Chapter 4, will apply to temporary duty travel of personnel under allowance conditions.

b. Other rates of per diem may be used when authorized in official correspondence received from higher headquarters. Other rates will be given appropriate consideration on an individual basis. (JTR. Vol. II, Chap. 4601)

2. Actual Expense Allowances. Authority to approve actual expense allowances must be obtained from the Per Diem, Travel and Transportation Allowance Committee. Correspondence to obtain this authority, will be routed to CEMRO-LM-S NLT 30 days prior to anticipated date of departure. The request will be submitted through Headquarters, US Army Corps of Engineers (HQUSACE) (CELD-TT) to the Per Diem, Travel and Transportation Allowance Committee. The actual expense allowance must exceed \$5.00 per day before a request will be submitted for approval. Factual data to justify approval of actual expense allowances must be contained in the correspondence. The least costly accommodations in a reasonable proximity to the place where duty will be performed should be considered prior to requesting this approval. (ER 55-1-2, Chap. 3-3, dated 31 January 1990)

3. Joint Travel Regulations. The JTR/JFTR prescribes a number of mandatory per diem rates applicable to certain conditions of travel. These rates are too numerous to cite in detail as the conditions under which some are applicable are very lengthy. Volumes of the JFTR and JTR are available for travelers review in the CEMRO-LM-S and Area Offices, should any questions arise as to entitlement.

1 Jun 91

APPENDIX C  
PREPARATION OF REQUEST AND AUTHORIZATION FOR TRAVEL

1. DD Form 1610. Requests for temporary duty travel will be initiated by the organizational unit concerned on DD Form 1610. Authenticated orders will be distributed as follows:
  - a. Original copy to traveler.
  - b. One copy to CEMRO-LM-S file.
  - c. Two copies for airline ticket billing.
  - d. One copy with advance, if applicable.
  - e. One copy for car rental, if applicable.
  - f. One copy to CEMRO-RM-FE.
  - g. Any remaining copies to respective Section or Division of traveler.
2. Issuance of DD 1610 required. If duty is less than 10 hours during the same calendar day, no per diem or actual expense is allowable. Therefore, travel orders for official travel less than 10 hours are not required when using a Government vehicle, the MRD plane, or charter air taxi. For official travel by privately-owned conveyance versus government vehicle for less than 10 hours can be claimed on the SF 1164 for mileage reimbursement.
3. Invitational (ITO), Blanket, Actual Expense, Repeated, Group, and Outside Continental United States (OCONUS) Travel Authorization. The use of these travel orders will be coordinated with LMO prior to issuance. For assistance in preparing requests for the above mentioned travel orders, please contact CEMRO-LM-S (ext. 3016). Sixty days lead time is required for foreign travel orders and an ENG Form 4960-R, Request for Approval of Foreign Travel and DA Form 2374-R, Notification of Foreign Visit, must accompany each request for approval of foreign travel. If travel is to a U.S. Army Corps of Engineers (USACE) activity; e.g., Germany, Japan, Korea, to conduct official business solely with USACE personnel, a clearance is not required. This eliminating the need for the DA Form 2374-R. Foreign and Blanket travel orders will be routed through CEMRO-LM-S for review prior to obtaining the signature of the District Commander or Deputy Commander in Block 17. After signature by the District Commander or Deputy Commander, the travel orders will be returned to CEMRO-LM-S for submittal to the Division Commander for approval in Item 18. Thirty days lead time is required for any other type order mentioned, except ITOs, which require 2 weeks. Requests to attend non-professional and non-Army sponsored conferences must be submitted by memorandum (memo) to the Division Commander for approval. Authority to approve attendance at professional and non-Army conferences has been further delegated to District Commanders.

(2) Days entered may be exceeded by 100 percent or 7 days, whichever is less, without requiring the order to be amended.

(3) Do not include number of annual leave days nor weekend days prior to normal departure or return date.

h. Item 10b. Proceed O/A. Enter date as accurately as possible. Official travel may begin as much as 7 days before or after the indicated date, but not prior to the date under Item 21. When taking annual leave prior to actual date of TDY, enter date departing on leave; e.g., annual leave begins on 5 October, but TDY does not begin until 7 October, proceed date in Item 10b would be 5 October.

i. Item 11.

(1) Itinerary. Enter places from and to (in sequence) which official travel is authorized and "return to" point. Also make statement "place actual duty is to be performed is \_\_\_\_\_"; e.g., From Omaha, NE to Colorado Springs, CO and return to Omaha, NE. Place actual duty is to be performed is Fort Carson.

(2) Variation Authorized. Insert an "X" in this block if it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment. Before acting under this authority while in a travel status, the traveler should assure that the variation is also covered under Item 9, Purpose of TDY. Enter justification of variation in Item 16, Remarks.

j. Item 12. Mode of Transportation. Use of privately-owned conveyance (POC). Enter an "X" beside the words Privately-Owned Conveyance. CEMRO-LM-S will make the determination whether the use of POC will be more advantageous or not and will mark blocks as follows:

(1) .24 cents will be entered and an "X" inserted in block "More Advantageous to Government" if the use of POC is advantageous, under provisions of JTR Volume 2, Chapter 2, Part D. If not advantageous, and common carrier transportation would be the usual mode of transportation use, an "X" will be inserted in block "Mileage Reimbursement and Per Diem Limited, etc."

(2) 9.5 cents will be entered if the usual mode of transportation is Government vehicle and Government vehicle is available, but employee requests use of a POC. In this instance, the travel order must have the statement "Government-furnished vehicle available" and be initialed by the dispatcher.

(3) Mileage reimbursement is not allowed for employees authorized transportation in a Government-furnished vehicle as a passenger or driver with one or more other employees, but uses his/her POC instead.

1 Jun 91

(a) Travel approving officials are authorized to approve annual leave not to exceed 2 days.

(b) Annual leave 3 to 5 days is approved by next level of supervision above travel approving official.

(c) Annual leave exceeding 5 days will be approved by the District Commander, his Deputy, or the Executive Assistant.

(2) Requests for travel orders authorizing use of POC will contain the following statement: "Annual leave requested for regularly scheduled tour of duty hours lost through use of POC in lieu of usual mode of transportation." POC use will not be approved unless traveler agrees to take leave as stated, except when use of POC is advantageous to the Government. The inclusion of this statement by requesting officials will be accepted as assurance that the traveler has requested leave in writing from his/her supervisor should leave be required.

(3) When Government vehicle is to be used, the following will be shown:

(a) Driver's license number and expiration date of license.

(b) Name of State issuing the license.

(4) In those cases where two or more nonduty days occur within a period of TDY travel, traveler will return to his/her official station during nonduty periods when it will result in less cost to the Government. When it is determined to be more economical to the Government to return the traveler to his/her official duty station under these circumstances, the following statement will be shown: "Return to permanent duty station over nonwork days is directed if advantageous to the Government under provisions of paragraph C4554, JTR."

(5) A statement such as "Employee(s) will make four round trips during 1 September 1990 to 23 September 1990, returning to official duty station each weekend" will be used to describe multitrips. Amendments will be required when number of trips are increased or weekend travel not covered in the travel order is required.

(6) The statement "Hire of special conveyance authorized - rental car, bus, taxi (whichever is appropriate)" will be entered when such conveyance is required in performance of TDY. When authorizing the use of a rental car within the CONUS include the following mandatory statement: "Cost of insurance for rental vehicles not otherwise included in the basic agreement is not reimbursable." (See Appendix D).

(7) Excess Baggage. If baggage in excess of free allowances is required, an appropriate statement of number of pounds or pieces excess

1 Jun 91

p. Item 18. Approving Official. This item will be signed by the employee designated to approve travel requests, such as, Branch Chiefs, Division Chiefs, and Commanders. The requesting official can sign for the approving official, using the approving official's signature block. The approving official's signature block cannot be used in Item 20.

q. Item 19. Accounting Citation. The proper appropriation chargeable will be cited. All travel orders citing military accounting must be routed through Resource Management Office, Finance and Accounting Branch, Military Accounting Section (CEMRO-RM-FF-M) for certification of availability of funds.

r. Item 20. Order Authorizing Official. This item will also show order issuing organization and address in addition to title and signature of order authorizing official, and FOR THE COMMANDER. The following is an example of the issuing organization address: USAED-Omaha, 215 N. 17th Street, Omaha, NE 68102-4978. The order authorizing official is to be other than the official signing in Items 17 and 18.

6. Amendments. DD Form 1610 will be used to request amendment of original order. Amendments will not be issued with retroactive effect to change per diem or mileage rated prescribed in an order under which travel has been performed. An amendment will be issued before or after completion of travel under the order being amended to:

- a. Recognize some essential aspect of travel not known in advance.
- b. Change the period or place of temporary duty assignment.
- c. Include omitted pertinent information.
- d. Change allowances for unperformed travel or duty.
- e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

An amendment will be prepared by completing Items 1 through 7, 17, 18, 20, and Item(s) requiring the amendment. Cite the travel order number being amended in addition to the Items being amended; e.g., "Amended T.O. 02-1750 to increase Items 10a and 14. If this is a second amendment, state same in Item 16. Attach a copy of the original DD 1610 to the amendment for processing through CEMRO-LM-S.

7. Corrections/Erasures. Order Issuing (Authenticating) Officials will initial all erasures or corrections on the DD Form 1610 affecting dates and allowances. Any changes to a DD Form 1610 made prior to receipt in CEMRO-LM-S should be initialed by the approving official or individual preparing the DD Form 1610.

APPENDIX D  
HIRE OF SPECIAL CONVEYANCES

1. Use of Special Conveyance. Special conveyances such as rented or hired automobiles, taxicabs, or other means of transportation may be utilized by employees in a travel status if the use of such facilities is authorized in the travel orders or approved on the reimbursement voucher as advantageous to the Government. Taxicabs are considered special conveyances when they are utilized outside the official duty station for transportation between place of lodging and place of business or between places of business.

2. Approval.

a. Hire of Special Conveyance may be approved by order issuing/authenticating officials by entering "Hire of special conveyance authorized - rental vehicle, taxi, bus, (whichever is appropriate)," under Item 16 of the travel order. The individual requesting the employee to perform the TDY will carefully evaluate the need for the rental vehicle when approving same.

b. The need for a rental vehicle when attending training will only be authorized in extenuating circumstances. A written justification must be submitted with the travel orders and approved prior to making arrangements for the rental vehicle. The written justification must include a cost comparison between public transportation (taxi/bus) or shuttle service, if any, versus rental vehicle, miles between lodging and training site, gas consumption, name and phone number of hotel/motel, and names of additional passengers, if any, on a memo. Justification must be signed by person approving the travel order.

3. Vehicle Rental Services.

a. Most nationally organized rental car companies offer a special flat rate negotiated by the Military Traffic Management Command (MTMC) to Government employees on official business. Selection of the particular rental service will be based on the most responsive to mission requirements and which will result in the most economical use of rental fees.

b. Vehicle rental selection will be based on the most economical type available which will meet the requirements of the traveler's mission. Compact-type vehicles will be requested, unless they are too small to meet requirements of missions; e.g., when more than two travelers will be riding in a rental vehicle. Other Government employees on official orders, and traveling with an employee who is authorized to rent a vehicle, may be designated as an additional driver on the individual location agreement at no additional cost.

c. Travel Orders. DD Form 1610, Item 16, with the statement "Hire of special conveyance authorized - rental car," or similar language, will be accepted as proof of eligibility for Government discounted rates.



APPENDIX E  
TRAVEL TO PUBLIC HEARINGS, MEETINGS, ETC.

1. Procedures. The following procedures will be followed whenever employees are required to attend public hearings, meetings, or other similar events within and around their designated duty station. Employees may be paid mileage expense for use of their own vehicles (if it is determined as advantageous to the Government) to and from the public meeting by the most direct route. Mileage expenses may not be paid for public hearings, etc., that are held at the employees regular place of employment, e.g., the Ed Zorinsky Building. The current mileage rate is .24 cents per mile. Vehicle parking fees may also be reimbursed. The reimbursement will be accomplished by using Claim for Reimbursement for Expenditures on Official Business (SF 1164) as prescribed in JFTR Vol. 1, JTR Vol. 2, and MRD PAM 55-1-1.

2. Accident Liability. When employees attend public hearings, etc., after the normal working hours, liability to 3rd parties, if the employee is in an accident, is governed by general as follows:

a. The Government is liable for negligent damage caused by its employees driving their personal autos and acting within the scope of their employment. This is only true, if the employee has been specifically requested to attend the function, and to use his/her personal auto as the mode of transportation. Employees should be warned that their coverage by the Government can be jeopardized, if they do not proceed in a direct route from their residences to the meeting place and return. This would not preclude one employee driving his/her auto to another employee's home and picking him/her up as long as the direct route idea is preserved. If the employee was to deviate from the direct route and had an accident while making this deviation, he/she would not be considered as acting within the scope of his/her employment and he/she would be liable for his/her own negligence rather than it properly being a claim against the Government.

b. The Government is not liable for damage to the Government employee's vehicle.

c. In order to ensure that an employee attending a meeting is within the scope of his/her employment and is authorized to use his/her private vehicle, a memo to file will be prepared by the employee's supervisor attesting to this fact. The authorization will be made on a memo addressed to the employee using the following format:

Subject: Public Hearing, Meetings, etc. re: \_\_\_\_\_

You are hereby directed to attend the public hearing, etc., re: \_\_\_\_\_  
\_\_\_\_\_ (time) \_\_\_\_\_ being held at \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_.